

What do I need to do if I have a problem with my manufactured (mobile) home?

Contact Connie McLellan at (601) 359-1061. State that you are having problems with your home. We will mail a consumer complaint form to you. Complete the form and mail to our office. Be sure to include your name, address and telephone number where you can be reached during the day, the name of the manufacturer of your home, name of retailer you bought the home from and the name of the installer who installed your home.

Who do I contact if I have paid a retailer for a manufactured (mobile or modular) home, but it was never delivered?

Contact the Attorney General's Office, Consumer Protection Agency, at 1-800-281-4418
Do I need a retail license to sell manufactured homes in Mississippi?

How do I obtain a license to open a retail sales center, developer and mobile home contractor?

1. Applications may be downloaded from our webpage, or contact our office at (601) 359-1061 for an application to be mailed or faxed.
2. License fee is \$150.00 per location.
3. Submit application, copy of general liability insurance and license fee to the State Fire Marshal's Office.
4. An office (a factory-built home may be used for office), telephone, restroom, running water, met all local requirements (health department, building codes, etc.), and a 4 ft X 8 ft permanent sign.
5. Inspection of office must be conducted by our office.

Contact Ellan Everett at (601) 359-1055 for additional information.

As a retailer, do I have to attend an eight (8) hour class each year in order to renew my license?

Sales personnel are required to attend an eight (8) hour class within the first twelve (12) months of hire and every three years thereafter.

Do I need an installer/transporter's license if I install homes that are sold from my retail sales center?

No. However, if you install and/or transport homes for individuals, you must have an installer/transporter's license. Or

Contact Ellan Everett at (601) 359-1055.

Do I need a license to transport or install manufactured homes in Mississippi?

Yes.

How do I obtain a license for an installer or transporter of mobile homes?

1. Applications may be downloaded from our webpage, or contact our office at (601) 359-1061 for an application to be mailed or faxed.
2. License fee is \$100.00.
3. Submit application, copy of general liability insurance and license fee to State Fire Marshal's Office.
4. Letter will be mailed to applicant indicating when the next sales and set-up educational seminar and test (score of 70 or above) will be given. Or

Contact Ellan Everett at (601) 359-1055.

As an installer/transporter, do I have to attend an eight (8) hour class each year in order to renew my license?

Yes.

Contact Ellan Everett at (601) 359-1055

How do I get truck decals for my transporter truck?

Download form from our website, mail or fax a request for two truck decals for each transporter (toter) truck. There is no charge for truck decals. One decal is placed on the driver's door and one is placed on the passenger's door.

Contact Ellan Everett at (601) 359-1055

How do I get installation decals for manufactured homes that I install?

Download form from our website. Send a check, money order or cashier's check for the following:

Total cost of 10 decals - \$7.63

Total cost of 20 decals - \$11.87

Total cost of 50 decals - \$24.35

Total cost of 100 decals - \$45.79

A notice will be mailed when a cost increase is in effect for installation decals.

Contact Ellan Everett at (601) 359-1055

Where do I place installation decals on manufactured homes?

Installation decals are to be placed next to the HUD label (opposite end of the hitch). After August 1, 2010, the inspector will place installation / inspection decals on the home has passed inspection.

How do I obtain a license for a manufacturer of HUD or Modular homes?

1. Applications may be downloaded from our webpage, or contact our office at (601) 359-1061 for an application to be mailed or faxed.
2. License fee is \$250.00 per location.

3. Submit application, copy of general liability insurance and license fee to State Fire Marshal's Office.

Who orders modular data plates for modular homes that are shipped into Mississippi?

The manufacturer's design review/construction inspection agency orders and places data plates on all modular homes shipped into Mississippi.

How long will it take for my license to be issued?

Approximately three days after application is received in our office.

When will my license expire?

All licenses are issued for a twelve (12) month period beginning July 1st and expire on June 30th of the following year.

What is the penalty if my license is mailed in late?

A reinstatement fee penalty in addition to the renewal fee shall be charged. That penalty shall be an amount double of their license renewal fee.

Example: (renewal fee + reinstatement fee = amount due)

For Retailer, Developer, Modular Home Contractor: (\$150.00 + \$300.00 = \$450.00)

For Installer/Transporter: (\$100.00 + \$200.00 = \$300.00)

For Manufacturer (HUD and Modular): (\$250.00 + \$500.00 = \$750.00)

Are installation decals required for all manufactured homes that are installed, including used homes or secondary moves?

Yes

Are retailers, developers and modular home contractors required to mail or fax property locator forms to the State Fire Marshal's office for each home that is sold?

Yes. Property locator forms are to be mailed or faxed to our office within 72 hours (3 days) after home is installed at home site. New locator forms are effective July 1, 2010.

Are installers required to mail or fax property locator forms to the State Fire Marshal's office for each home that is installed?

Yes. Property locator forms are to be mailed or faxed to our office within 72 hours (3 days) after home is installed.